

Custodial, Labor and Trades Branch
Unskilled and Semi-Skilled Labor Group
Equipment Series

AUTOMOTIVE SHOP HELPER

05/92

Summary

Under general supervision, assists in a variety of tasks in the repair of automotive equipment; and performs related work as required.

Typical Duties

Assists automotive mechanics in repairing, overhauling, removing and replacing parts on equipment; steam cleans motors and equipment; checks equipment for state vehicle safety and issues safety stickers to qualified vehicles; may repair air-cooled engines; tows disabled vehicles with wrecker; charges batteries; may repair and rebalance tires; may do some lubrication of equipment; assists in inspecting and repairing auto bodies and fenders for dents and breaks; grinds or sands metal surfaces; solders and welds; buffs, sands and paints repaired parts of bodies and fenders; replaces windshields and other glass; may pick up and deliver parts; cleans tools and parts and maintains shop area.

Minimum Qualifications

Training and Experience: Completion of the eighth grade supplemented by two years experience in a garage or service station; or experience in the appropriate field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of the methods, tools and equipment of the automotive trade; some knowledge of the occupational hazards and safety practices of the trade.

Ability to follow oral and written instructions; ability to perform mechanical repair work.

Physical Requirements: Must be able to lift and carry up to 50 pounds.

Licenses and Certificates: Some positions in this class require appropriate operator's license by time of appointment, or successful completion of written portion of CDL by appointment, with practical test passed within 30 days of written portion/

Special Requirement: Positions requiring a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing..

Director of Personnel

Department Head